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February 25, 2016

**TO ALL PLAN COMMISSION MEMBERS:**

Jane Hansen	Ron Volkert
David Wilford	Mike Kastens
Kyle Hinrichs	Fred Horne
MaryKay Rice	Sarah Skinner (ex officio)

This is to notify you that there is a Plan Commission meeting scheduled for Tuesday, March 1, 2016 at 5:00 p.m. in the Council Chambers of the Civic Center, 156 East First Street, City of New Richmond, WI.

**AMENDED AGENDA:**

1. Roll Call
2. Adoption of Agenda
3. Approval of the Minutes of the Previous Meeting, February 4, 2016
  - 1) Public Hearing to consider the following:
    - a) Application for a Conditional Use Permit from Westfield's Hospital and Clinic to allow expansion of an existing hospital within a Z3 District. Property is located at 535 Hospital Road and described as SEC 3 T30N R18W PT SW NW; BEING PT CSM 12/3486; NKA CSM 25-5788 LOT 1 (23.188AC)
    - b) Text Amendments to Chapter 121 of the City Zoning Ordinance, copies of which are on file and available in the office of the City Clerk
4. Action on Public Hearing Agenda
5. Certified Survey Map from Dorset Investments, Inc.
6. Review of Board of Appeals Decisions From 2015
7. Sign Ordinance Update
8. Willow River Bluffs Conservation Easement \*\*
9. Communications and Miscellaneous
10. Adjournment

Fred Horne,  
Mayor

**cc:**

The News  
Nick Vivian  
Tom Rickard  
Mark Samelstad  
Nancy Petersen

Northwest Cable  
Mike Demulling  
Dan Licht  
Beth Thompson

City Website  
Bob Meyer  
Jim VanderWyst  
Steve Skinner

**\*\* Late Additions**

A majority of the members of the New Richmond City Council may be present at the above meeting.

Pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2<sup>nd</sup> 408 (1993) such attendance may be considered a meeting of the City Council and must be noticed as such, although the Council will not take action at this meeting.

If you need a sign language interpreter or other special accommodations, please contact the City Clerk at 246-4268 or Telecommunications Device for the Deaf (TDD) at 243-0453 at least 48 hours prior to the meeting so arrangements can be made.

PLAN COMMISSION MEETING  
FEBRUARY 4, 2016 - 4:00 P.M.

Members Present: Fred Horne, Jane Hansen, Ron Volkert, Kyle Hinrichs, and David Wilford.

Members Absent: MaryKay Rice and Sarah Skinner (ex-officio)

Others Present: Beth Thompson, Tanya Reigel, Dan Licht, Mike Darrow, Noah Wiedenfeld, Ray Rivard, Susan Lockwood and Karin Stuber.

Fred Horne called the meeting to order and roll call was taken.

Jane Hansen moved to adopt the agenda as presented, seconded by David Wilford and carried.

Jane Hansen moved to approve the minutes of the previous meeting on November 19, 2015, seconded by Kyle Hinrichs and carried.

**Willow River Bluffs Development**

Mike Darrow stated that the Plan Commission discussed this subdivision several months ago. The area is within the City limits, but is undeveloped at this time and is now owned by St. Croix County. Over \$900,000 of infrastructure is currently in that area. The area is guided by the Comprehensive Plan to be residential. The County was looking at creating a regional park in this area. Staff has drafted a memo and a resolution for the Plan Commission and Council to adopt and then send to the County Administrative Committee for consideration requesting to keep the majority of this area as residential.

**Site Plan and Stormwater Review for WITC**

Dan Licht explained that the site plan for WITC include removing the outdoor patio area and adding additional space. The Development Review Committee reviewed this site plan and worked with the developer on zoning requirements. Discussion followed. Jane Hansen moved to approve the site plan for expansion of WITC subject to the following conditions:

- 1) All grading, drainage and erosion control issues are subject to review and approval of the Public Works Director.
- 2) Any utility issues are subject to review and approval of the Public Works Director.

Motion was seconded by Kyle Hinrichs and carried.

**Sign Ordinance Review**

Noah Wiedenfeld explained that the current sign ordinance is over 20 years old and in need of updating. The City has budgeted \$5,000 for updating this ordinance to help make it more business friendly, preserve the attractiveness and character of the City, address new standards, improve the process and to make it easier to interpret and administer. Jane Hansen moved to proceed with the development of a new, comprehensive sign ordinance, seconded by David Wilford and carried.

**Comprehensive Plan**

Beth Thompson explained that the City last updated the Comprehensive Plan in 2005 and State Statute requires us to update this plan every ten years. The purpose of the Comprehensive Plan is to identify issues, opportunities, needs and organize public policy to address them in a manner that makes the best and most appropriate use of City resources. The City has budgeted money to hire a firm to update our Comprehensive Plan. Jane Hansen moved to recommend to the City Council to move forward with the Request for Proposals and a timeline for the 2016 Comprehensive Plan update, seconded by Kyle Hinrichs and carried.

### **Bike & Pedestrian Master Plan Update**

Noah Wiedenfeld explained that a small focus group of key stakeholders has been meeting to update this plan. The current plan was last updated in 2003. This group will get feedback from the Plan Commission, Park Board and City Council. The purpose is to make New Richmond more friendly to families, children, elderly and handicapped people. Surveys were completed by nearly 100 people and the biggest complaints were regarding the lack of sidewalks, connectivity, traffic and the speed of traffic. No action is required by the Plan Commission at this time.

### **Communications & Miscellaneous**

None

Ron Volkert moved to adjourn the meeting, seconded by David Wilford and carried.

Meeting adjourned at 5:40 p.m.

Tanya Reigel  
City Clerk





**TO:** Mayor Horne and City Council  
Plan Commission

**FROM:** Mike Darrow, City Administrator  
Beth Thompson, Community Development Director

**DATE:** February 25, 2016

**RE:** Willow River Bluffs Subdivision – Update

The purpose of this memorandum is to provide an update of the Willow River Bluffs subdivision. This area is under the ownership of St. Croix County due to the property being in tax foreclosure. Last year, St. Croix County's Community Development Department discussed an idea of creating a regional campground or park within that site. Two months ago the County held a Community Development meeting and the idea of a regional park system was again brought up as an option for consideration of this area, but the issue was deferred to the County's Administrative Committee. At last month's Plan Commission and City Council meetings a Resolution was approved stating the following:

**RESOLUTION #021601  
WILLOW RIVER BLUFFS SUBDIVISION**

**WHEREAS**, the Willow River Bluffs Subdivision was annexed into the City on June 13, 2015, for the purpose of a residential subdivision; and

**WHEREAS**, at the time of approval from the City, a total of \$935,000 in infrastructure was put in place, which includes streets, curb and gutter for this area; and

**WHEREAS**, the City's Comprehensive Plan calls for this area to be guided as low-density residential; and

**WHEREAS**, the City of New Richmond's Park Plan and the St. Croix County's Outdoor Recreation Plan, dated January 2013, do not call for this area to be a regional park; and

**WHEREAS**, a change in land use from low-density residential to park would require a change in the City's Comprehensive Plan which is a policy decision after public input; and

**WHEREAS**, the City's current Zoning Ordinance makes residential development an allowable use within the City; and

**WHEREAS**, the City undertook a recent housing study which highlighted the need for a mix of lots within the City's existing housing inventory; and

**WHEREAS**, the City of New Richmond affirms Willow River Bluffs Subdivision is best suited for residential development as originally proposed in 2005. To ensure that the Willow River Bluffs Subdivision be protected, the incorporation of a Conservation Easement be established within all non-developable areas.

**NOW, THEREFORE BE IT RESOLVED**, that the City of New Richmond requests St. Croix County to sell the property known as Willow River Bluffs in its entirety without delay.

**Passed and approved: February 8, 2016.**

This resolution was presented to Pat Thompson, County Administration, from St. Croix County and was put on the Administration Committee agenda for February 17, 2016. City Council members Ard and Hansen along with Mike Darrow and Beth Thompson attended the Administration meeting where they discussed Willow River Bluffs. The Administration Committee members passed the following motion:

**“Motion by Kiesler, 2nd by Berke to sell the tax deed property in its entirety with conservation of easement restriction as part of the sale, with the City of New Richmond and St Croix County staff working together to determine what that might be.” Motion approved.**

City staff has completed a map showing the area that is developable and the area that we propose for the Conservation and Trail Easement. The area that will be designated Conservation and Trail Easement is approximately 29 acres with a trail easement around the entire piece of property for future trail development, which is consistent with the County’s proposed Bike and Trail Plan. This area was delineated for the following reasons:

1. Low lands with water
2. Topography is such that the area in the easement is drastically sloped and unbuildable
3. Labeled as Flood Plain area in the FIRM (Flood Insurance Rate Map) Map #55109C0202E, Effective Date March 16, 2009
4. The river is a great resource for us to preserve and use in the future for trails, canoe launching, bird watching, etc.

The land that staff has designated as developable is approximately 35 acres. Staff overlaid the first plat that was approved by the Plan Commission and also added the roads from the concept plan. With this in place, we were able to estimate that 85 developable lots can be safely created. This area was delineated for the following reasons:

1. Area is suitable for residential development
2. Topography in this area is flat land
3. \$950,000 of infrastructure is in place for development
4. Not in the Flood Plain area per the FIRM (Flood Insurance Rate Map) Map #55109C0202E, Effective Date March 16, 2009 or will not require a variance for setbacks

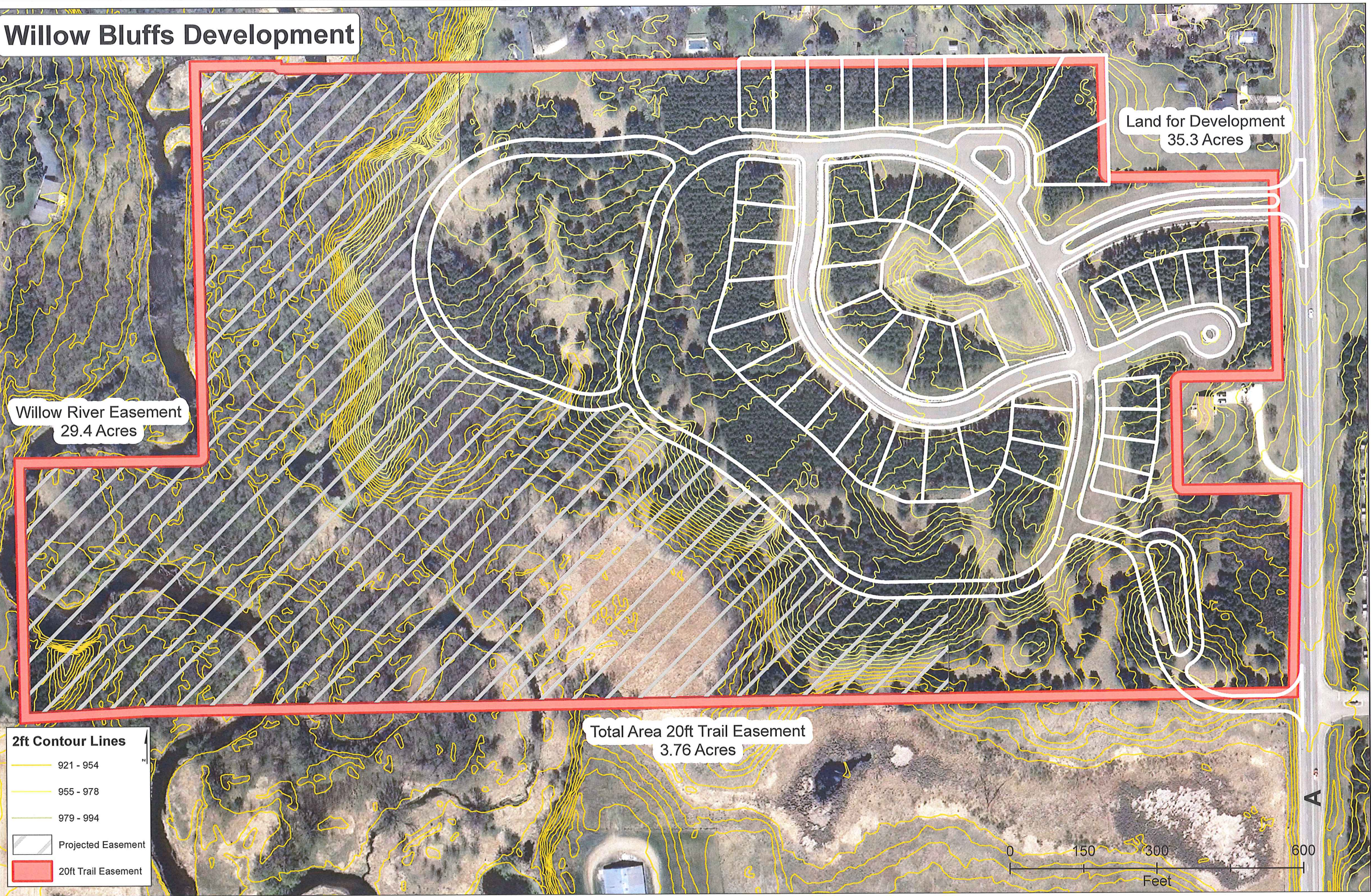
City Attorney, Nick Vivian, has met with staff and will be creating a legal document for the Conservation and Trail Easement. This document could be formally approved by the City Council.

### **Action**

City staff is recommending that the Plan Commission and City Council approve the Conservation and Trail Easement as presented and direct staff to work with the County to bring this information back to the Administration Committee for final approval.



# Willow Bluffs Development





ST. CROIX COUNTY  
UNINCORPORATED AREAS  
555578

# FLOOD ZONE MAP

